

Malvern Water Works

WW Plant Operator.

Job Description

Exempt: No
Department: Wastewater
Reports To: Wastewater Plant Chief Operator
Location: 3672 Grigsby Ford Rd.

GENERAL DESCRIPTION OF POSITION

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, insuring the compliance with all applicable state and federal regulations. The requirements listed are representative of the knowledge, skills, and/or ability required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Assist with Inventory & lab supply control. This duty is performed daily.
2. Ability to perform testing 3 days a week (pH, Fecal, TSS, Chlorine CL2, CBOD, & Ammonia NH3. This duty is performed weekly.
3. Ability to learn DMRQA Testing procedures. This duty is performed annually.
4. Ability to inspect, trouble shoot, repair & maintenance of all associated plant equipment & major lift stations for such as: Yearly Calibrations, Probes, Blowers, Pumps, Motors, Injectors, Lab Equipment, Generators, Electrical Components, etc.). This duty is performed daily.
5. Ability to perform Quarterly DMR Testing (including water discharge ponds). This duty is performed irregularly.
6. Ability to inspect, trouble shooting, repair & maintenance of ponds. This duty is performed irregularly.
7. Ability to monitor flow & volume if Influent & Effluent, adjusting disinfection chemicals & usage for chlorination / de-chlorination facility, etc. This duty is performed weekly.
8. Ability for record keeping of lab, daily flows, DMR data, safety issues, repairs, maintenance & inspections, etc. This duty is performed daily.
9. Ability to monitor the large and small equipment, such as vehicles, pumps and any others required for all safety practices. This duty is performed daily.
10. Assist with purchasing of treatment chemicals & supplies (Approved by the WW Plant Chief Operator or Supervisor). This duty is performed irregularly.
11. Ability to comply with NPDES Permit requirements. This duty is performed monthly.
12. Ability to comply & report to all appropriate state agencies as required on the monthly DMR's, sewer overflows and in the absence of the WW Plant Chief Operator approval must be made by the Supervisor & in his absence the Wastewater Foreman . This duty is performed irregularly.
13. Ability to update the Supervisor regarding operations & conditions within the wastewater treatment plant process in the absence of the WW Plant Chief Operator. This duty is performed irregularly.

14. Ability to assist with wastewater lift stations, repairing sewer leaks, rodding of blocked sewer mains, installing & renewing of sewer services as needed by the Wastewater Dept. This duty is performed irregularly.

15. Must report the day to day details to the WW Plant Chief Operator and in his absence the Supervisor. This duty is performed daily.

16. Assist with the upkeep of the grounds and facility. This duty is performed weekly.

17. Must participate in the rotation of beeper schedule & be able to assist with other departments as needed. This duty is performed irregularly.

18. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

Mental alertness and adaptability to office and field area work routines. Equivalent to four years high school, with particular emphasis during high school in office skills, shop skills, or others, plus 7 to 11 months related experience and/or training. Or equivalent combination of education and experience.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

\$150,000

SUPERVISORY RESPONSIBILITIES

None.

COMMUNICATION SKILLS

Ability to read and understand documents such as policy manuals, safety rules, operating and maintenance instructions, and procedure manuals; Ability to write routine reports and correspondence.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical situations.

CRITICAL THINKING SKILLS

Ability to utilize common sense understanding in order to carry out written, oral or diagrammed instructions. Ability to deal with problems involving several known variables in situations of a routine nature.

SUPERVISION RECEIVED

Under immediate supervision, performs general assignments of work, with periodic check of performance by supervisor.

PLANNING

Limited responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work operations.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and which would not only affect the operating efficiency of the individual involved, but would also affect the work operations of other employees and/or clientele to a slight degree.

MENTAL DEMAND

Moderate mental demand. Operations requiring almost continuous attention, but work is sufficiently repetitive that a habit cycle is formed; operations requiring intermittent directed thinking to determine or select materials, equipment or operations where variable sequences may be selected by the employee.

ANALYTICAL ABILITY / PROBLEM SOLVING

Moderately repetitive. Activities with slight variation using a definite set of processes or directions with some degree of supervision. Choice of learned things in situations which conform to clearly established patterns and modes.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Occasional use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, etc.)

ACCURACY

Probable errors would not likely be detected until they reached another department, office or patron, and would then require considerable time and effort to correct the situation. Frequently, possibility of error that would affect the organization's prestige and relationship with the public to a limited extent, but where succeeding operations or supervision would normally preclude the possibility of a serious situation arising as a result of the error or decision.

PUBLIC CONTACT

Occasional contacts with patrons on routine matters.

EMPLOYEE CONTACT

Contacts occasionally with others beyond immediate associates, but generally of a routine nature. May obtain, present or discuss data, but only as pertains to an immediate and specific assignment. No responsibility for obtaining cooperation or approval of action or decision.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

High School Diploma or Equivalent

Valid AR Driver's License

Class III Wastewater License (*ability to obtain within 3 years of hire date*)

Confined Space Training

Wastewater Lab Training

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Water Distribution Grade IV License

Water Treatment Grade IV License

Lift Station / Pump Training

Advanced Ind. Wastewater License

SOFTWARE SKILLS REQUIRED

Basic: 10-Key, Spreadsheet, Word Processing/Typing

ADDITIONAL INFORMATION

Not indicated.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

While performing the functions of this job, the employee is continuously required to use hands to finger, handle, or feel; regularly required to stand, talk or hear; and frequently required to walk, sit; occasionally required to reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, taste or smell. The employee must occasionally lift and/or move up to 100 pounds; regularly lift and/or move up to 25 pounds; continuously lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision; distance vision; and color vision.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is frequently exposed to work near moving mechanical parts, outdoor weather conditions, risk of electrical shock; and occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, vibration. The noise level in the work environment is usually loud.